

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30.			1. REQUISITION NUMBER A2474100M		PAGES 1 OF (2) PAGE(S)
2. CONTRACT NO. GS00Q14OADU108		3. AWARD/EFFECTIVE DATE 09/29/2015	4. ORDER NUMBER GSQ1115BJ0046		5. SOLICITATION NUMBER ID11150034
7. FOR SOLICITATION INFORMATION CALL:		a. NAME Daniel Miller		b. TELEPHONE NUMBER (No Collect Calls) 703-328-7248	8. OFFER DUE DATE/ LOCAL TIME 09/11/2015 at 4:00 pm EST
9. ISSUED BY GSA Region 11 Julio A Almazan 1800 F Street, NW, 3100 Washington, DC 20405-0001 United States 202-595-4153		10. THIS ACQUISITION IS <input checked="" type="checkbox"/> UNRESTRICTED <input type="checkbox"/> SET ASIDE: % FOR <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> 8(A) NAICS: SIC: SIZE STANDARD:		11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED Destination	
				12. DISCOUNT TERMS NET 30 DAYS / 0.00 % 0 DAYS / 0.00 % 0 DAYS	
				<input type="checkbox"/> 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)	
				13b. RATING	
14. METHOD OF SOLICITATION RFP					
15. DELIVER TO Thomas A Ruffini 3000 MARINE CORPS PENTAGON RM 2E169 WASHINGTON, DC 20350-3000 United States 571-256-7258		16. ADMINISTERED BY Julio A Almazan 202-595-4153			
17a. CONTRACTOR/ OFFEROR Pamela Stevens BOOZ ALLEN HAMILTON INC. 8283 GREENSBORO DR MCLEAN, VA 22102-3830 United States 703-377-0933		18a. PAYMENT WILL BE MADE BY General Services Administration (FUND) The contractor shall follow these Invoice Submission Instructions . The contractor shall submit invoices electronically by logging into the ASSIST portal (https://portal.fas.gsa.gov), navigating to the appropriate order, and creating the invoice for that order. For additional assistance contact the ASSIST Helpdesk at 877-472-4877. Do NOT submit any invoices directly to the GSA Finance Center (neither by mail nor via electronic submission).			
17b. <input type="checkbox"/> CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER		18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED			
19. ITEM NO	20. SCHEDULE OF SUPPLIES/SERVICES		21. QUANTITY	22. UNIT	23. UNIT PRICE
ITEM NO.	TASK ITEM DESCRIPTION			PREVIOUS MOD AMT	MOD CHANGE AMT
0001	Base Year			\$0.00	\$4,182,692.31
This award is in the support of the United States Marine Corps to provide Marine Corps Installation Protection Program Support services. The period of performance is 9/29/2015 to 9/28/2016.					
25. ACCOUNTING AND APPROPRIATION DATA 299X . A11VR111 . F1 . 25 . C01 . H08 . . .				26. TOTAL AWARD AMOUNT (For Govt. Use Only) \$4,182,692.31	
<input type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4, FAR 52.212-3 and 52.212-5 ARE ATTACHED. ADDENDA ATTACHED.					
<input checked="" type="checkbox"/> 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4, FAR 52.212-5 IS ATTACHED. ADDENDA N ATTACHED.					
28. CONTRACTOR IS NOT REQUIRED TO SIGN THIS DOCUMENT AND RETURN 1 COPIES TO ISSUING OFFICE. <input type="checkbox"/> CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN.				29. AWARD OF CONTRACT: ID11150034 REFERENCE OFFER DATE 09/10/2015 . YOUR OFFER ON SOLICITATION (BLOCK 5) INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:	
30a. SIGNATURE OF OFFEROR/CONTRACTOR		31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER) Julio A Almazan			
30b. NAME AND TITLE OF SIGNER (Type or print)	30c. DATE SIGNED	31b. NAME OF CONTRACTING OFFICER (Type or print) Julio A Almazan 202-595-4153			31c. DATE SIGNED 09/29/2015
32a. QUANTITY IN COLUMN 21 HAS BEEN		32b. SIGNATURE OF AUTHORIZED GOVT. REPRESENTATIVE			32c. DATE
32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE		32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE			
32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE		32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE			
33. SHIP NUMBER	34. VOUCHER NUMBER	35. AMOUNT VERIFIED CORRECT FOR		36. PAYMENT	

37. CHECK NUMBER		38. S/R ACCOUNT NUMBER	39. S/R VOUCHER NUMBER	40. PAID BY
41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT		42a. RECEIVED BY (<i>Print</i>)		
41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER GSA Finance Customer Support 816-926-7287	41c. DATE	42b. RECEIVED AT (<i>Location</i>)		
		42c. DATE REC'D (<i>YY/MM/DD</i>)	42d. TOTAL CONTAINERS	
AUTHORIZED FOR LOCAL REPRODUCTION		SEE REVERSE SIDE FOR OMB CONTROL NUMBER AND PAPERWORK BURDEN STATEMENT		STANDARD FORM 1449 (REV. 4-2002) Prescribed by GSA - FAR (48 CFR) 53.212

SECTION M – EVALUATION FACTORS FOR AWARD

C.1 BACKGROUND

The Marine Corps Installation Command (MCICOM) is the single authority for all Marine Corps installations matters, MCICOM exercises command and control of regional installation commands, establishes policy, exercises oversight, and prioritizes resources in order to optimize installation support to the Operating Forces, tenant commands, Marines, and family members.

Marine Corps installations are an essential component in the foundation of national defense as they are the force projection platforms that enable readiness, training, sustainment, mobilization, deployment, embarkation, redeployment, and reconstitution of our Operating Forces. MCICOM consists of a command element located in the Installations and Logistics (I&L) Department, Headquarters, U.S. Marine Corps, Washington, DC, and four subordinate regional commands:

- Marine Corps Installations National Capital Region (MCINCR) - located at Marine Corps Base (MCB) Quantico, Virginia
- Marine Corps Installations East (MCIEAST) - located at MCB Camp Lejeune, North Carolina
- Marine Corps Installations West (MCIWEST) - located at MCB Camp Pendleton, California
- Marine Corps Installations Pacific (MCIPAC) - located at MCB Camp Butler, Okinawa Prefecture, Japan

One of the foundations for the establishment of MCICOM was to relieve the Operating Forces of the burden of managing bases and stations and place primary emphasis on the command to focus installation support on directly supporting the Marine Corps' warfighting mission. This reorganization in 2011 allowed operational commanders at all levels the ability to concentrate their efforts on preparing their forces for the full spectrum of contingencies – from humanitarian assistance to full-scale combat operations. MCICOM continually strives to align its capacities against the highest priorities of the operational and training commands.

MCICOM's more than 33,000 personnel oversee 24 active duty bases and installations, 2.3 million acres of land, 283 ranges, and executes a budget of approximately \$2.7 billion each year. Encompassed within those 24 installations are 11 air stations, air facilities, and expeditionary airfields. MCICOM also provides operational support aircraft for transporting passengers and cargo in support of training exercises, contingencies, and operational commanders.

MCICOM G3/5/7 under the direction of the Assistant Chief of Staff G-3/5/7 is responsible for Operations, Plans and Government and External Affairs

The mission of MCICOM G3/5/7 is to exercise command and control of MCI regional commanders, establish policies, exercise oversight and prioritize resources in order to optimize installation support to the operating forces and tenant commands.

The G-3/5/7 is structured and chartered to serve as the Commander's principal staff agency for the development and articulation of a wide spectrum of concepts, plans and policies; and to direct and supervise execution and/or implementation of those policies. The G-3/5/7 leads command operations for training, range development, aviation operations, protection of installations, and manages current operations including watch officer responsibilities. The G-3/5/7 also leads development of plans for future operations of the command, develops best business practices and

SECTION M – EVALUATION FACTORS FOR AWARD

Continuous Process Improvement (CPI) and has the lead for the command for engaging in Government and External Affairs (GEA).

Major initiatives currently underway in MCICOM, led by the G-3/5/7 include implementing Capability Portfolio Management over seven major capability areas, and development and implementation of Common Output Levels of Services (COLS). Additional, managing Installation Protection functions is a high impact area that continues to evolve and require extensive resources in support of preserving the mission capability and protection of life and property aboard USMC bases and stations world-wide. MCICOM G-3/5/7 defines Installation Protection (IP) as the preservation of the effectiveness and survivability of mission-related military and non-military personnel, equipment, facilities, information, and infrastructure located within or in direct support of a Marine Corps base, station or facility. MCICOM uses the IP Capability Portfolio as the framework to organize and manage the protection-related programs of Law Enforcement (LE); Physical Security (PS); Antiterrorism (AT); Installation Emergency Management (IEM); Critical Infrastructure Protection (CIP); Emergency Management Communications (EMC) including Emergency Dispatch Services (EDS); Fire and Emergency Services (F&ES); and Chemical, Biological, Radiological, Nuclear, High-Yield Explosive (CBRNE); to include all related sub-functions and activities. Development of the IP Capability Portfolio is a natural outgrowth of the establishment of Marine Corps Installations Command (MCICOM) and its responsibilities as it relates to policies, operations, fielding and sustainment throughout the entire life cycle of technologies, materiel, processes; to include policy, advocacy, and resourcing for four (4) major regional commands, 24 subordinate bases, stations, and facilities, as well as supported commands and tenants with similar requirements for installation protection.

C.2 SCOPE

MCICOM G-3/5/7 Directorate requires contractor support services to assist in carrying out tasks outlined in the Statement of Work (SOW) below. This TO will assist effective development and management of the IP Capability Portfolio to include assisting development of COLS and production of deliverables as outlined in below. MCICOM G-3/5/7 and GSA NCR AAS will maintain oversight of all contractor-supported efforts and deliverables associated with the scope of this TO to include: assessment of IP programs and capabilities against Department of Defense (DoD), Department of Navy (DoN) and USMC policy standards and performance benchmarks; assessment and analysis of critical infrastructure; data analysis for gaps and trends; analytic review of IP policy and procedural guidance; strategic planning and communications; program and resource management support; technical support of systems requirements generation and fielding including information assurance; all hazards and threat based analysis; and support of emergency management related training and exercises.

Services will be performed predominantly at Headquarters, Marine Corps in the Washington, DC, metropolitan area except when travel is required to coordinate with stakeholders and supporting MCICOM with assessment of IP programs and capabilities at regional and installations levels.

Services and deliverables associated with these tasks require access to SIPRNET, staff maintenance of at least a “SECRET” clearance, and completion of a DD254 will be required.

C.3 RESERVED

C.4 TASKS

The following tasks are in support of this TO and are detailed below:

- a. Task 1 – Program and Capability Assessment and Analysis
- b. Task 2 – Critical Infrastructure Assessment and Analysis
- c. Task 3 – Gaps, Seams, and Trends Data Analysis
- d. Task 4 – Installation Protection Capability Portfolio Policy and Procedural Guidance Support
- e. Task 5 – Strategic Planning and Communications Support
- f. Task 6 – Resource Management Support
- g. Task 7 – Information Technology Systems Assessment and Analysis
- h. Task 8 – All Hazards and Threats (AH&T) Assessment and Analysis
- i. Task 9 – Installation Protection Training & Exercises Support
- j. Task 10 – Security and Emergency Systems (S&ES) Community of Interest (COI) Support
- k. Task 11 – Event & Meeting Planning Support
- l. Task 12 – Task Order Program and Project Management
- m. Task 13 – Transition Out

C.4.1 TASK 1 – PROGRAM AND CAPABILITY ASSESSMENT AND ANALYSIS

The contractor shall support MCICOM G-3/5/7 to periodically review and assess programs and associated capabilities via Policy Compliance Assessments, Program Management Assessments, and Mission Assurance Assessments in accordance with DoD, DoN, and USMC policies, procedures, standards and benchmarks. Support MCICOM G-3/5/7 in conducting triennial assessments of IP Capability Portfolio programs and capabilities, develop comprehensive assessment reports that contain findings and recommendations for improvement, and make recommendations for enhancement of MCICOM's implementation of IP Capability Portfolio programs and capabilities at all levels of command. Provide support to MCICOM G-3/5/7 to prepare, schedule, coordinate, conduct, and close-out each assessment in conjunction with adjacent and subordinate commands, as required.

Deliverables associated with this task include:

- After Trip Report: summarizing location and purpose of travel, contract personnel in attendance, actions taken, government personnel met with or interviewed, and any follow-on actions required.
- Mission Assurance Assessment Report: up to 12 documents inclusive of executive summary, course of action developments, and briefing documents from assessment;
- Fire & Emergency Services Program Management Assessment Report: up to 6 documents inclusive of executive summary, course of action developments, and briefing documents from assessment.

C.4.2 TASK 2 – CRITICAL INFRASTRUCTURE ASSESSMENT AND ANALYSIS

The contractor shall provide support for MCICOM Facilities Sustainment, Restoration, and Modernization (FSRM) Program to include Program Management and Project Planning; FSRM

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Business Process Analysis and Standardization; FSRM Manpower Workforce Analysis; Facilities Infrastructure Condition Assessment; Business Requirements Documentation and FSRM Program Compliance and Assessment.

The contractor shall provide support to MCICOM G-3/5/7 to identify, assess, prioritize, and make recommendations for improving protection of critical assets and supporting infrastructure critical to executing global Marine Corps missions and tasks. This task will require frequent use of Marine Corps Critical Asset Management System (MC-CAMS) and coordination with Headquarters, Regional, and installation stakeholders. Support MCICOM G-3/5/7 with development of additional Appendices to the USMC Security Infrastructure Campaign Plan (SICP). The Base document and Appendix I of the SICP were published Nov 2013. Appendices II-V will be created and published during the period of performance of this contract.

The Contractor shall Support Annual Reports inclusive of review and updates of data included in SICP Appendices I-V.

Deliverables associated with this task include:

- 4 SICP Appendices (No. II through V)
- Risk Decision Packages Report (Course of Action development and briefs) for mitigation of risk to critical assets and supporting infrastructure
- FSRM Workforce Analysis Report

C.4.3 TASK 3 – GAPS, SEAMS, AND TRENDS ANALYSIS

The contractor shall review all data from Task 1 Program Capability Assessment and Analysis and Task 2 Critical Infrastructure Assessment and Analysis to identify gaps and trends in the MCICOM IP Capability Portfolio, and overall installation security posture. The contractor shall provide recommendations to MCICOM G-3/5/7 improve security posture and to increase efficiency in application of USMC resources attributed to the IP Capability Portfolio.

Deliverables associated with this task include:

- Gaps, Seams, and Trends Report: a report for all programs and capabilities in the IP Capability Portfolio, distributed to MCICOM Program Managers that identify gaps, seams and trends that will be used for continuous process improvement and risk mitigation.

C.4.4 TASK 4 – INSTALLATION PROTECTION CAPABILITY PORTFOLIO POLICY AND PROCEDURAL GUIDANCE SUPPORT

The contractor shall support MCICOM G-3/5/7 with development of Service and Command-level policy and procedural guidance for the IP Capability Portfolio, including periodic review and update of standing orders and instructions which will be reviewed for currency, standardization, and alignment with DoD, DoN and other applicable USMC directives.

The contractor shall support of technical writing and creation of draft documents (i.e. updates to policies, procedures, directives, change letters, etc.) that can be used by MCICOM G-3/5/7 in a deliberate staffing process for refinement of final products

Deliverables associated with this task include:

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Guidance Policy Review and Change Proposal Review Report: a document inclusive of a written summary of recommendations for changes to USMC and MCICOM policies and procedures governing management of the IP Capability Portfolio and execution of programs and functions at all levels of command.

C.4.5 TASK 5 – STRATEGIC PLANNING AND COMMUNICATIONS SUPPORT

The contractor shall support increasing awareness of MCICOM's brand and educate stakeholders about MCICOM's G-3/5/6 responsibilities, goals, and initiatives support MCICOM G-3/5/7 is establishing a communications strategy with stakeholders.

The contractor shall analyze MCICOM's needs and create regular communication means that will be distributed to stakeholders USMC-wide.

The contractor shall provide general program communications support to MCICOM G-3/5/7.

The contractor shall develop communications products including a weekly news clips package, monthly electronic mail (Email) updates, and a quarterly newsletters in order to share information and enhance understanding and knowledge of stakeholders.

The contractor shall support MCICOM G-3/5/7 with creation of annual reports and similar material that document data, show gaps and trends, and support MCICOM's mission to continuously improve IP programs and capabilities.

Deliverables associated with this task include:

- News Clips Brief: weekly "News Clips" summarizing open-source articles and materials related to MCICOM G-3/5/7
- Monthly Program Summary: a document to include recommendations to MCICOM G-3/5/7 regarding design and functionality of websites and SharePoint sites that support MCICOM G-3/5/7 operations.
- Quarterly Newsletter: a document highlighting accomplishments, technical subject matter, and other appropriate articles for the IP community, for distribution electronically by the MCICOM G-3/5/7.

C.4.6 TASK 6 – RESOURCE MANAGEMENT SUPPORT

The contractor shall help ensure survivability and optimum operational capability of installation management functions, supporting MCICOM G-3/5/7.

The contractor shall support establishing definitions, metrics, and measures for the Marine Corps installation functions and aligned sub-functions associated with Common Output Levels of Service (COLS).

The contractor shall support MCICOM G-3/5/7 to develop and document processes and procedures for managing installation resources and measuring performance, in support of Warfighter readiness. COLS contractor development will support MCICOM's programming and budget development processes, and improve risk-based resourcing decisions at all levels of command.

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The contractor shall assist MCICOM G-3/5/7 with the full range of Planning, Programming, Budgeting and Execution (PPBE) activities in support of IP Capability Portfolio management as part of annual Program Objective Memoranda (POM) development.

The contractor shall aid development of and modifications to existing, databases supporting MCICOM G-3/5/7 COLS effort.

Deliverables associated with this task include:

- COLS Documentation and Brief: a document and in-person presentation that states increasing COLS-related knowledge, analysis, use of databases and information for personnel up through senior executive level.
- Data Call Template: a document that provides draft guidance for MCICOM G-3/5/7 issued data calls and also includes review, analysis and consolidation of input received from data calls and MCICOM leadership COLS In Process Reviews. (Quarterly).
- Historic Program Data Report: an annual document with analysis of historic program funding and execution rates for IP Capability Portfolio programs with information summaries presented to MCICOM G-3/5/7.
- POM Brief: an annual presentation with development of annual POM documents and briefing materials used by MCICOM G-3/5/7 in program review and initiative development.
- COLS Program Report: a costing, performance, and customer feedback Command guidance document with annual updates.

C.4.7 TASK 7 – INFORMATION TECHNOLOGY SYSTEMS ASSESSMENT AND ANALYSIS

The contractor shall support MCICOM G-3/5/7 with review and analysis of current information technology (IT) systems that enable programs and capabilities associated with the IP Capability Portfolio. Support shall also include a capabilities based assessment (CBA) for Marine Corps Electronic Security Systems (MCESS) suite.

The contractor shall assist MCICOM G-3/5/7 in documenting needs for improvement to existing systems and/or new technologies that will support execution of IP Capability functions and tasks at all levels of command.

The contractor shall assist MCICOM G-3/5/7 with coordinating activities and drafting documents which MCICOM G-3/5/7 will use in conjunction with Navy and Marine Corps Systems Commands for the acquisition, operations and sustainment, of IP-related IT technologies.

The contractor shall provide subject matter expertise in application of DoD Information Assurance Certification and Accreditation Process (DIACAP) for IP Capability Portfolio systems and capabilities, in support of MCICOM G-3/5/7.

On-going technical analysis of requirements and development of Draft Needs Statements for MCICOM G-3/5/7 in support of identifying technological capability gaps in IP Capability Portfolio.

Deliverables associated with this task include:

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1. Annual Summary Report: a report documenting the effectiveness of IT systems supporting IP Capability Portfolio, with recommendations for changes as required.
2. DIACAP Report: a document reviewing DIACAP related documents for accreditation of systems supporting IP Capability Portfolio.

C.4.8 TASK 8 – ALL HAZARDS AND THREATS (AH&T) ASSESSMENT AND ANALYSIS (OPTIONAL)

The contractor shall support MCICOM G-3/5/7 with annual and periodic assessment of hazards and threats for world-wide bases and stations, and conduct follow-on analysis incorporating this data into a comprehensive risk picture for all MCICOM installations and supported facilities.

The contractor shall support MCICOM G-3/5/7 with analysis of threat and crime data as documented at world-wide bases and stations, and support information sharing and fusion at all levels of MCICOM, and with external stakeholders.

Deliverables associated with this task include:

1. AH&T Assessment Report: for approximately six USMC bases and stations, (approximately six reports per contract year), delivered to the MCICOM G-3/5/7 Emergency Management Section.
2. Threat and Crime Assessment Report: for approximately one-third of MCICOM bases and stations, (approximately eight reports per contract year), delivered to the MCICOM G-3/5/7 Law Enforcement and Security Section.

C.4.9 TASK 9 – INSTALLATION PROTECTION TRAINING CURRICULA & EXERCISE GUIDE SUPPORT

The contractor shall support MCICOM G-3/5/7 with development of a command-wide, comprehensive all-hazards and threats-based, emergency management exercise program. The contractor shall support MCICOM G-3/5/7 with integration of IP-related training and exercise requirements into the Command's overall Training, Exercise, and Evaluation Plan (TEEP). The contractor shall assist MCICOM G-3/5/7 with preparation and fielding of IP-related training via various mediums including on-site, video-teleconference, computer based training, etc., to increase knowledge and understanding of IP programs, capabilities and associated procedures at all levels of command.

Deliverables associated with this task include:

1. IP-Related Training Outline: outlines for individual and collective unit training for approval and use by the G-3/5/7.
2. IP-related training course curricula, instructional materials, and training assessment guides for approval and use by the G-3/5/7.

C.4.10 TASK 10 – SECURITY AND EMERGENCY SYSTEMS (S&ES) COMMUNITY OF INTEREST (COI) SUPPORT

The contractor shall provide MCICOM G-3/5/7 with on-going assessment and analysis of civilian workforce Community of Interest (COI) program to provide for occupational sponsorship and professional identity for job-specific communities.

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The contractor shall provide MCICOM G-3/5/7 with program management support to assist in defining and implementing a civilian workforce strategy for the Security and Emergency Services (S&ES) COI.

The contractor shall assist MCICOM G-3/5/7 with facilitation of active learning events and development of training materials for the S&ES COI.

Deliverables associated with this task include:

1. Occupational Series Career Roadmap
2. Occupational Series Career Development Guide
3. Occupational Series Competencies Document
4. After Action Reports (AARs) in response to Active Learning events

C.4.11 TASK 11 – EVENT & MEETING PLANNING SUPPORT

The contractor shall support MCICOM G-3/5/7 by providing pre-event planning support, on-site coordination support and post-event activities support for MCICOM and interagency conferences, symposia, and workshops. Pre-event planning support shall include assistance with site selection, development, and distribution of announcements, creation of the agenda and support material, and registration. On-site coordination support will include assistance with attendee check-in, security problem resolution, document control, and coordination with host facility. Post-event support shall include drafting documentation of the conference proceedings and a lessons-learned report.

Deliverables associated with this task include:

1. Event Planning documents
2. Event Meeting Notes & Minutes
3. Post-Event Lessons Learned Report

C.4.12 TASK 12 – TASK ORDER PROGRAM AND PROJECT MANAGEMENT

The contractor shall provide program management support under this TO. This includes the management and oversight of all activities performed by contractor personnel, including subcontractors, to satisfy the requirements identified in this SOW. The contractor shall identify a Program Manager (PM) by name who shall provide management, direction, administration, quality control, and leadership of the execution of this TO.

The contractor shall facilitate Government and contractor communications; use industry best-standards and proven methodologies to track and document TO requirements and activities to allow for continuous monitoring and evaluation by the Government; and ensure all support and requirements performed are accomplished in accordance with the TO. The contractor shall notify the Contracting Officer Representative (COR) and Technical Point of Contact (TPOC) of any technical, financial, personnel, or general managerial problems encountered throughout the TO period of performance (PoP).

The contractor shall provide strategic enterprise-level guidance that integrates support across all task areas; ensure support is in accordance with TO requirements; and, schedule meetings and provides deliverables in accordance with Section F.

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The contractor shall schedule, coordinate, and host a Program Kick-Off Meeting (Section F) within 20 workdays of Project Start (PS) at a location approved by the Government. The meeting will provide an introduction between the contractor personnel and Government personnel who will be involved with the TO. The meeting will provide the opportunity to discuss technical, management, and security issues; and, to discuss transition activities, invoicing, travel authorization, and reporting procedures. Additionally, this meeting will provide the opportunity for the contractor and the Government to establish a common understanding of cost, schedule, and performance expectations. The Government will provide the contractor with the number of participants for the Kick-Off Meeting and the contractor shall provide sufficient copies of the presentation for all present. The contractor shall draft and provide a Kick-Off Meeting minutes report documenting the Kick-Off Meeting discussion and capturing any action items.

The contractor shall prepare and deliver a Project Management Monthly Status Report (MSR) that is intended to report on cost, schedule, and performance against SOW requirements, providing information at the task level. The MSR Includes, at a minimum, task expenditures versus planned expenditures, technical progress made, schedule status, travel conducted, meetings attended, issues and recommendations. As such, it will identify funding compared to ceiling, planned versus actual expenditures, deliverables funded and date they were funded, technical progress made and schedule status per deliverable, deliverables completed within the previous reporting period, identifying them by title and number, and will indicate what deliverables are scheduled to be delivered during the upcoming reporting period. Specific format and content shall be mutually agreed upon by the contractor and the contract's contracting officer representative (COR). Per the guidance contained herein; status report format should be established no later than the post-award conference. The MSR shall be in PDF format, e-mailed to the COR and contracting officer (CO). All documents or presentations prepared by the contractor shall not contain any logos, identifications, symbols, trademark or other information relating to the identification of the contractor.

The contractor shall provide a draft Quality Control Plan (QCP) as required in Section F. The final QCP shall incorporate the Government's comments (Section F). The contractor shall periodically update the QCP, as required in Section F, as changes in program processes occur. At minimum, the QCP shall be reviewed and updated once a year.

Within the QCP, the contractor shall identify its approach for providing quality control in meeting the requirements of the TO. The offeror's QCP shall describe its quality control methodology for accomplishing TO performance expectations and objectives. The contractor shall fully discuss its validated processes and procedures that provide high quality performance for each Task Area. The QCP shall describe how the processes integrate with the Government's requirements and not just state that they are certified in a particular quality standard approach.

Deliverables associated with this task include:

1. Project Kick-Off Meeting
2. Project Kick-Off Meeting Minutes Report
3. POA&Ms for contractor-supported activities consistent with tasks identified in the above section.
4. MSR
5. QCP

C.4.13 TASK 13 – TRANSITION-OUT

The contractor shall provide a Transition-Out Plan within six months of award. The deliverable process should include a draft submission, government review and comments back to the contractor and the submission of a final draft plan.. This Plan shall be reviewed and updated on an annual basis at a minimum. Additionally, it will be reviewed and updated quarterly during Option Period 4. The contractor shall ensure the transition out is effectively facilitated and executed.

The contractor shall provide Transition-Out support. The Transition-Out Plan shall facilitate the accomplishment of a seamless transition from the incumbent to an incoming contractor/Government personnel at the expiration of the TO. The contractor shall provide a Transition-Out Plan to the Government and provide updates IAW Section F. The contractor shall identify, at a minimum, how it will coordinate with the incoming contractor and/or Government personnel to transfer knowledge regarding the following:

- a. Project management processes
- b. Points of contact
- c. Location of technical and project management documentation
- d. Status of ongoing technical initiatives
- e. Appropriate contractor-to-contractor coordination to ensure a seamless transition
- f. Schedules and milestones
- g. Government actions
- h. A final invoice and close-out schedule with the dates and actions to be completed for TO close-out

The contractor shall also establish and maintain effective communication with the incoming contractor/Government personnel for the period of the transition.